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UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 085

Job Vacancy

September 25, 2008

OPEN TO: US Citizen Eligible Family Members (USEFMs)
All agencies

POSITION: General Services Coordinator
*FP-5/1

OPENING DATE: Thursday, September 25, 2008

CLOSING DATE: Thursday, October 9, 2008

WORK HOURS: Full time; 40 hours/week

SALARY: *Not-Ordinarily Resident: U\$41,122
(Starting annual salary)
(Position Grade: FP-5/1 to be confirmed by
Washington)

**[Applicants who responded to Vacancy Announcement 073 dated August 4, 2008
need not reapply as their applications will be considered.](#)**

**NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (USEFM) AS DEFINED
BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION
UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION.
A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE
CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY
DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

The U.S. Embassy in Bogota is seeking an U.S. Eligible Family Member (AEFM) for employment in Cartagena for the position of General Services Coordinator in the General Services Office (GSO).

BASIC FUNCTION OF POSITION

The incumbent insures the purveyance of all ICASS services in Cartagena to include residential leasing, residential maintenance assistance, customs and shipping, motor pool, property and supply, and VIP visitor support. The incumbent insures consistent operational oversight by complying with State Department regulations and guidelines. The incumbent searches out new sources of contracted administrative support in order to encourage competition, thereby improving service and reducing costs. Incumbent supervises one position.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(All applicants must meet all the requirements listed below in order to be considered for subject position).

- a. Education: Completion of secondary school is required.
- b. Prior Work Experience: Minimum three years of work experience in a position with logistics, business and/or management responsibilities for a medium to large office or project are required.
- c. Language Proficiency: English Level IV (fluent) is required. Spanish Level II (limited knowledge) is required.
- d. Knowledge: Understanding of general Embassy operations and GSO functions is required.
- e. Skills and Abilities:
 - Must have the ability to handle multi-faceted projects from start to finish involving different levels of complexity.
 - Must be customer-service oriented and have the ability to solve problems independently.

LANGUAGE TESTING PROCEDURES:

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those who meet all of the requirements will then be scheduled for the required language examinations if needed. English language examinations are given at First Class English at a cost of 40,000 (Colombian pesos), the applicant is responsible for all costs incurred for this test.

Spanish Examinations are presently given at the Embassy at no cost. You will be contacted and given the procedures for each examination.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days calendar days of their employment.
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hire into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612)
<http://bogota.usembassy.gov>, or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

“US Citizen EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá”.

SUBMIT APPLICATION TO

American Embassy Bogotá
Human Resources Office
Attention: Recruitment Unit
Carrera 45 No. 24B-27

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the

- employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

CLOSING DATE FOR THIS POSITION: THURSDAY, OCTOBER 9, 2008

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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